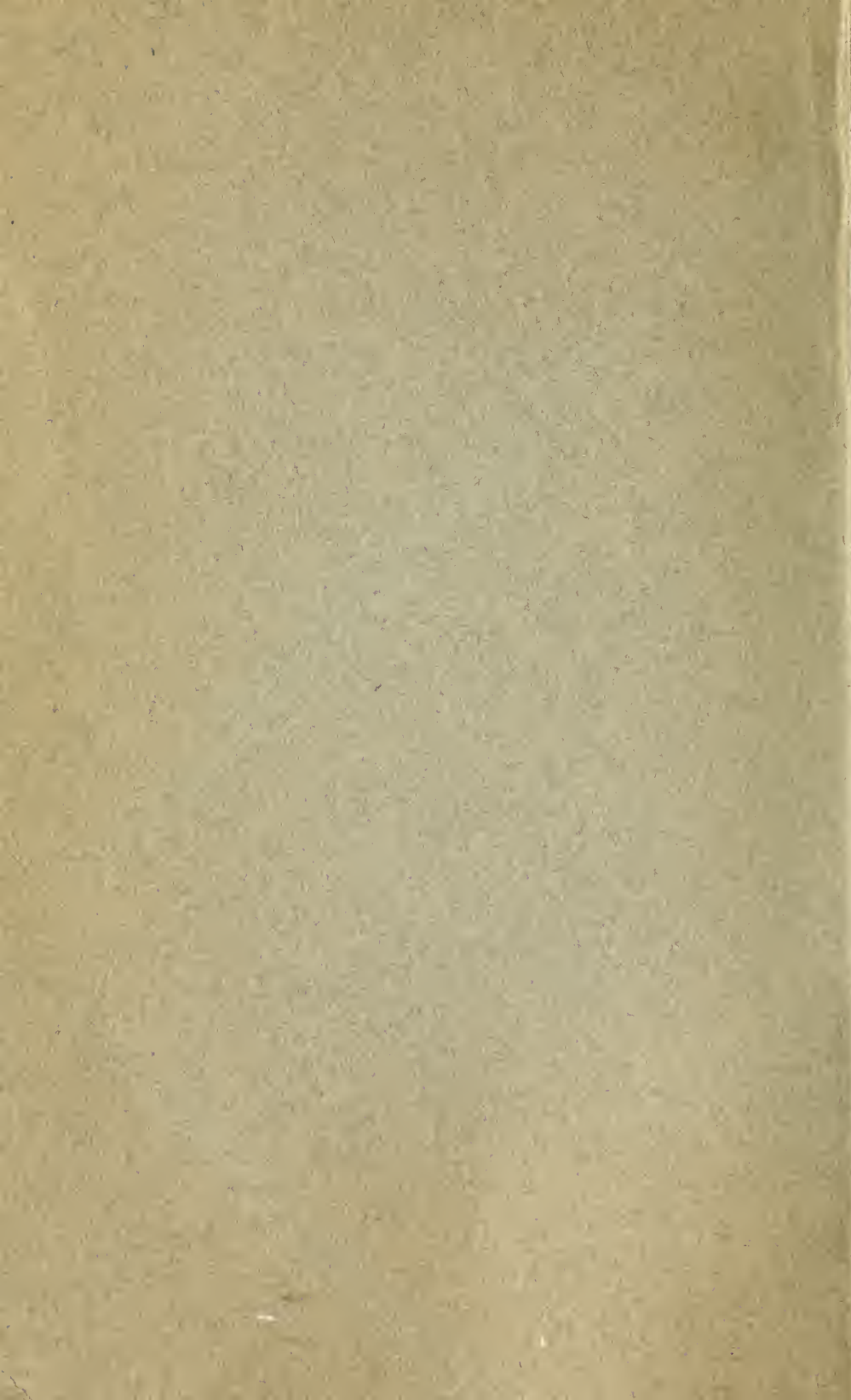


COOKING COURSE

No. 1

By AMELIA AVERY COOKE

1912



The Hampton Normal and Agricultural Institute

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RULES FOR WORK

1 Wash the hands thoroughly with soap and water and be sure that the nails are clean. Be sure that the hair is neatly combed.

2 Put on caps, aprons, and sleevelets.

3 Take your appointed seat in the kitchen.

4 When the signal is given to begin work, place your chair back against the wall, out of the way, and place all books, papers, and pencil in a neat pile on the top of the apron cupboard.

5 Get all the utensils ready that will be needed, not forgetting a plate on which to put soiled utensils.

6 Attend to fire and see that it will be ready for use when needed.

7 Get all the materials needed. Measure them and have them ready for use before beginning to cook.

8 Cover the flour dish, sugar dish, baking powder can, shortening pail, etc., as soon as you have taken from them what you need.

9 To taste of what you are cooking, take up a little food on the mixing spoon, put it into a teaspoon and taste from the teaspoon.

10 Do not make work for yourself by using more utensils than are necessary. When dry ingredients, liquids, and fats are called for in the same recipe, measure them in the order given, thereby using but one cup or spoon.

11 Clear up as you work, putting soiled utensils of a kind together and putting them to soak until you are ready to wash them.

12 When you have finished cooking, put away all materials and utensils in their proper places.

13 Leave everything you have used clean and the room in perfect order.

MEASURING

Exact measuring is necessary to get the best results in cooking.

A standard measuring cup, teaspoon, tablespoon of regulation size, and a case knife are necessary for correct measuring. A standard measuring cup is one that will hold just one-half a point of water, or granulated sugar, or butter packed in solidly, and it is divided either into quarters or thirds or both.

Fine dry materials, such as flour, powdered and confectioner's sugar, and soda, should be sifted before measuring. All materials except liquids should be measured level.

To measure a cupful of dry material, dip the material into the cup lightly with a tablespoon until the cup is slightly rounded, then level with the dull edge of a case knife.

To measure a spoonful of dry material, dip the spoon into the material, fill, lift, and level with the dull edge of a case knife.

To measure half a spoonful, divide the level spoonful lengthwise and remove one portion. To measure a quarter, divide a half spoonful crosswise a little nearer the handle than the tip and remove one portion. To measure an eighth, divide the quarter diagonally. A speck is as much as will lie on the tip of a pointed knife.

A cupful of liquid is all the cup will hold; a spoonful is all the spoon will hold.

To measure cottolene, butter, or any solid fat, pack it solidly into the cup and level with the dull edge of a case knife.

ABBREVIATIONS

tblsp.	equals	tablespoon
tsp.	"	teaspoon
c.	"	cup
g.	"	gill
pt.	"	pint
qt.	"	quart
3 tsp.	equals	1 tblsp.
4 tblsp.	"	$\frac{1}{4}$ c.
2 g.	"	1 c.

oz.	equals	ounce
lb.	"	pound
spk.	"	speck
m.	"	minute
h. or hr.	"	hour
2 c.	equals	1 pt.
2 pt.	"	1 qt.
4 qt.	"	1 gal.

CLASSIFICATION OF FOODS

- 1 Proteids or nitrogenous food { Fish, lean meat, white of
I Build and repair tissue { eggs, cheese, peas, beans,
II Give strength { milk.
- 2 Carbohydrates
Yield heat and energy { Starch { cereals { sugar cane
" " beet
Sugar { vegetables { maple sap
fruit
milk
- 3 Fats and Oils
Animal { butter
cream
fat of meat
oil of fish
I Yield heat and energy
II Form fatty tissue
Vegetable { fat of cereals
olive oil
oil in nuts
oil in cotton seed
- 4 Mineral matter
I Helps to harden bone and teeth
II Assists in digestion
- 5 Water
I Helps to build tissue
II Purifies blood
III Assists in digestion
IV Equalizes temperature of body

WATER

Water is found in nature in three forms: as a liquid (water), as a solid (ice), and as a gas (steam). Pure water is composed of hydrogen and oxygen

Water is an ingredient of all foods. Our bodies require it to soften the food, assist in carrying off waste material, and to equalize the temperature of the body

Water boils at the temperature of 212 degrees Fahrenheit, at the sea level, and freezes at 32 degrees F.

Water standing in lead pipes over night or longer may take up some of the lead and become poisonous. It should be allowed to run for at least five minutes in the morning to draw

off all that has been standing in the pipes. Never use water from the hot-water faucet for drinking and cooking. Hot water can take up more lead than cold water.

BEVERAGES

A beverage is any drink. Examples; tea, coffee, lemonade.

Tea is a beverage prepared by steeping the leaves of the tea plant in water.

There are many kinds of tea most of which are mixtures of black and green tea.

Tea grows in tropical countries; most of our tea comes from China, Japan, North-East India, and Ceylon.

TEA

1 tbsp. tea. 1 c. freshly boiled water.

Scald teapot and put in one tsp. of tea for each c. of tea required.

Add 1 c. boiling water for each tsp. of tea. Cover, allow to stand on back of stove or in a warm place, and steep five minutes. Strain into cups and serve immediately.

Note: An enameled ware, silver, or earthen ware tea-pot is best for making tea as it does not give the tea a strong taste.

Never boil tea or steep the leaves a second time. This draws tannic acid from the tea. A cup of tea made from boiled tea leaves often produces head-ache and causes indigestion.

COFFEE

Coffee is the roasted seed or berry of a tree which grows in Africa, Mexico, the Indies, and Mocha.

RECIPE (FOR 7 CUPS) COFFEE

1 c. coffee 6 c. boiling water

1 small egg and shell 1 c. cold water

1 Scald coffee pot

2 Wash egg, break and beat slightly.

3 Mix egg, shell, $\frac{1}{2}$ c. cold water, and coffee and put into coffee pot.

4 Add boiling water and boil five minutes.

5 Add remaining cold water and allow to stand 20 minutes on back of stove (where it will not boil). Serve in hot cups with cream and sugar.

VEGETABLES

I Definition

A vegetable is any portion of a plant which is used for food.

II Perparations for Cooking

Asparagus: wash and break off the tough end, tie in bundles, or break into inch bits.

Beets: wash carefully, for if the skin be broken the sugary juices will escape.

Cabbage and cauliflower: trim and soak top down in slightly salted water to draw out any insects.

Carrots: scrub and scrape off the thin outer surface.

Celery: wash and scrape off any rusty portions.

Green corn: husk with clean hands, brush off silk, but do not wash corn.

Onions: peel and soak.

Parsnips: scrub till white, trim off fine roots.

Peas and beans: shell and wash quickly.

Potatoes: scrub and pare when necessary.

Soft shell squashes: wash, pare, and cut as desired.

Hard " " : wash, split, and cook in the shell.

Spinach: (and other greens): pick over and wash in several waters.

Turnips: scrub, cut in slices and pare.

String beans: strip off the ends and strings on each side, cut or break into small pieces and wash.

Note: All green vegetables should be crisp and firm when put to cook. If vegetables have lost their firmness and crispness they should be soaked in very cold water until they become plump and crisp.

III General rules for cooking.

Vegetables may be baked, roasted, fried, steamed, or boiled. Boiling is most common and one of the best ways of cooking them.

Asparagus	} Use as little water as possible and let it boil away, leaving just enough to moisten. Do not salt until nearly done.
Celery	
Green corn	
Green peas	
Shelled beans	
Cabbage	} Cook uncovered in a large kettle of rapidly boiling salted water and a saltspoon of soda.
Cauliflower	

Onions Scald and change the water twice.

Cook all other vegetables in enough freshly boiling and slightly salted water to cover, cooking quickly until done. The length of time required will depend upon the age and freshness of the vegetables.

IV Care of vegetables

Summer vegetables should be cooked as soon after gathering as possible. In case they must be kept, spread on bottom of cool, well-ventilated cellar, or place in ice-box.

Winter vegetables should be kept in a cold dark place. Put beets, carrots, turnips, and potatoes in barrels or bins, excluding as much air as possible. Squash should be spread and needs careful attention. Cook at once if dark spots appear.

V Recipes

BOILED POTATOES

- 1 Select potatoes uniform in size.
- 2 Scrub and pare them lengthwise
- 3 Remove the "eyes" and dark spots if there are any.
- 4 Drop into cold water.
- 5 Place in a kettle with enough boiling water to cover.
- 6 After boiling 20 minutes, add 1 tbs. salt to every 12 potatoes.
- 7 When the potatoes can be pierced easily, drain off water.
- 8 Shake the kettle gently over a low flame until the potatoes have a dry and mealy appearance.

RICED POTATOES

- 1 Press boiled potatoes through a ricer or coarse strainer
- 2 Serve piled lightly in serving dish.

MASHED POTATOES

- 1 Mash potatoes in the kettle in which they were boiled, using a fork, wire potato masher, or ricer.
- 2 When free from lumps add to each pint of mashed potato.

1 tbsp. melted butter

3 tbsp. scalded milk

$\frac{1}{4}$ tsp. salt

$\frac{1}{8}$ tsp. pepper

- 3 Beat all together until light and creamy.
- 4 Pile lightly in a dish without smoothing the top.

CREAMED CARROTS

Cut carrots into straws.

Cook in boiling salted water until they may be easily cut with the edge of the fork.

Drain off the water. Cover them with white sauce and serve hot.

CREAMED TURNIPS

Cut turnip in half inch. cubes.

Cook in boiling, salted water until tender.

Drain off the water. Cover with white sauce, and serve hot.

CREAMED POTATOES

Cut cold boiled or baked potatoes into half inch cubes. Place them in a sauce-pan of white sauce and leave on the stove till potatoes are hot.

WHITE SAUCE (FOR CREAMED VEGETABLES)

1 tbsp. butter

$\frac{1}{2}$ tsp. salt

2 tbsp. flour

1 c. milk

spk pepper

1 Scald the milk (while milk is scalding prepare other ingredients)

2 Cream butter, add flour, salt, and pepper, and cream together to a smooth paste.

3 Add scalded milk a little at a time, stirring constantly.

4 Place in a double boiler and cook until of the consistency of thin cream and free from a raw, starchy taste.

5 Season to taste and serve very hot poured over hot vegetables or toast.

Tomato Sauce (to serve with macaroni or rice)

1 tbsp. butter $\frac{1}{2}$ tsp. salt

2 tbsp. flour 1 c. tomato juice

spk pepper.

1 Cream butter, add flour, salt and pepper, and cream together to a smooth paste.

2 Add tomato juice and boil 3 m.

3 Season to taste and serve hot.

SOUPS

General rules for thickened soups.

1 Cook vegetables until soft.

2 Press through a sieve.

3 Heat milk, add vegetable-pulp, and heat together.

4 Cream butter and flour together.

5 Add to the vegetable pulp and milk mixture and cook until free from starchy taste.

6 Season to taste and serve hot in a hot soup plate.

Note : The butter and flour creamed together are often spoken of as binding material.

POTATO SOUP

4 potatoes 3 tbsp. flour

$\frac{1}{2}$ onion 1 qt. milk

3 tbsp. butter 2 tsp. salt

tsp. pepper.

Heat milk and onion together until milk is scalded. Remove onion and prepare soup by general rules.

BEAN SOUP

(1 c. dried beans)	1 onion
or	
(2 c. fresh beans)	1½ tbsp. butter
1 qt. stock	1½ " flour
¼ tsp. pepper	¼ tsp. celery salt
	½ tsp. salt.

Soak beans over night or several hours.

Cook in boiling water till soft.

Prepare soup by general rules.

EMERGENCY SOUP

1 qt. tomato (canned)	6 tbsp. flour
1 pt. water	⅛ tsp. celery salt.
1 tbsp. sugar	2 " salt
4 " butter	3 cloves
½ bay leaf	spk. pepper

1 Cook tomato, water, sugar, celery salt, salt, pepper, bay leaf and cloves together 20 minutes,

2 Strain; add binding material and boil 5 minutes.

3 Serve hot.

Note: Omit water if fresh tomatoes are used; twelve to fourteen tomatoes will be needed.

CEREALS

Cereals or grains are cultivated grasses, the seeds of which are used for food.

Cereals should be kept in tightly covered jars or tins; glass jars are preferable.

GENERAL RULES FOR CEREALS

Look over cereal and remove husks or any other foreign matter. There are two methods for cooking cereals. A double boiler is the best utensil for both methods. The lower kettle should be kept ⅓ full of boiling water.

1st method—Put water, cereal, and salt into the upper kettle of the double boiler. Place over the lower kettle, cover, and steam without stirring several hours or until ready to serve,

2nd method—Put water and salt into upper kettle of double boiler, place over direct heat and when it begins to boil rapidly stir in the cereal gradually. Allow to boil ten minutes, stirring to prevent burning. Place it over the lower kettle and steam until ready to serve.

Use a fork for stirring coarse cereals and a spoon for fine cereals.

TABLE

Cereal	Amount	Salt	Water	Time of cooking in a double boiler
Oatmeal	1 c.	1 tsp.	2 c.	30 m.
Cream of Wheat	1 c.	1 tsp.	4 c.	30 m.
Rice	1 c.	1 tbsp.	2 qts.	30 m.
Corn meal	1 c.	1 tsp.	4 c.	2—3 hrs.
Hominy (coarse)	1 c.	2 tsp.	2 qts.	6—8 hrs.
Hominy (fine)	1 c.	1 tsp.	4 c.	1 hr.

Fried mushes: Mush left over from breakfast may be packed in greased or wet pound baking powder cans. The next morning remove from can, slice thinly, dip in flour and saute.

Serve with a syrup made of white, brown, or maple sugar.

Syrups for mushes;

Brown or white sugar	Water	Vanilla
1 c.	$\frac{1}{3}$ c.	5 drops
Maple sugar 1 c.	$\frac{1}{3}$ c.	

Mix sugar and water, stir until dissolved, and let boil until a thick syrup is formed.

DEFINITIONS

Boiling—Cooking food in boiling water.

Steaming— “ “ over hot water.

Sautèing— “ “ in a small quantity of fat

Frying— “ “ sufficient fat to float the food.

BATTERS AND DOUGHS

A mixture of flour and liquid, which is thin enough to be beaten, is called a batter.

A mixture of flour and liquid stiff enough to be moulded on a board is called a dough.

Batters and doughs are made to rise by the addition of some material which will form bubbles in the mixture. When the batter or dough is baked, the heat of the oven causes these bubbles to expand or grow larger, thus causing the mixture to rise.

Popovers and many other thin batters are made to rise by the expansion of (b) air and steam formed from the liquid in the batter. White of eggs beaten until stiff and added to the batter furnishes bubbles of air, as in sponge cake. Yeast forms bubbles of gas in bread.

Other batters and doughs are caused to rise by the expansion of gas, formed by the action of baking powder or some acid mixed with soda.

POPOVERS

1 c. flour	1 egg
1 tsp. salt	1 c. milk

- 1 Sift flour and salt.
- 2 Add unbeaten egg and $\frac{1}{4}$ c. milk. Mix well.
- 3 Add remainder of milk and beat with egg beater until smooth.
- 4 Bake in hot oven in hot buttered gem pans 40 ms.

BAKING POWDER

Pure baking powder is composed of 6 parts of cream of tartar, 3 parts bi-carbonate of soda, and 1 part starch.

Cream of tartar is the acid of grapes. It is obtained from the casks in which grape wine has fermented. In the crude state it is called argol.

Bi-carbonate of soda, cooking soda, is made from common salt or from a mineral called kryolith, which is found in Greenland.

When an acid substance and an alkaline substance are united moistened, and heated, they set free a gas called carbon-dioxide. This gas comes from the alkali, but cannot escape until mixed with an acid liquid or hot water. Hot water is not used in batters because it does not destroy the taste of the soda.

Alkali (soda) is commonly mixed with the following acids to form this gas: sour milk, lemon juice, molasses, cream of tartar.

BAKING POWDER BISCUITS

1 pt. flour	$\frac{1}{2}$ tsp. salt
4 tsp. baking powder	2 tbsp. shortening
milk or water (about $\frac{3}{4}$ c.)	

- 1 Mix and sift dry ingredients.
- 2 Cut in shortening until the mixture resembles fine meal
- 3 Add liquid gradually to make a dough as soft as can be handled. Mix with a knife.
- 4 Toss on a floured board and roll out until $\frac{1}{2}$ inch thick.
- 5 Cut with a floured biscuit cutter.
- 6 Place close together on a greased pan.
- 7 Bake in a hot oven 10 to 15 minutes.

CORN MEAL GEMS

$\frac{1}{2}$ c. corn meal	1 tbsp. melted butter
1 c. flour	$\frac{3}{4}$ tsp. salt
3 tsp. bak. powder	$\frac{3}{4}$ c. milk
1 tbsp. sugar	1 egg

- 1 Mix and sift dry materials
- 2 Add egg well beaten; milk and lastly beat in the melted butter.
- 3 Bake in hot gem pans 20-30 minutes.

BREAD

Bread is the most important article of food, and history tells of its use before the Christian era.

Bread is made from flour of wheat, or some other grain, mixed with liquid, salt, and some rising agent. Flour made from wheat is best adapted for bread making because of the large percentage of gluten in it.

To obtain gluten from wheat; Tie $\frac{1}{4}$ c. bread flour in a piece of cheese cloth. Wash out all of the starch by squeezing it in a bowl of cold water 10—15 minutes. The gluten will be left in the cloth.

Every wheat kernel is made up of eight layers or coats. The four principal ones are the outer, called husk, removed before the grain is ground and used as food for cattle. The second, called bran, is largely cellulose with a little fat and mineral matter. The next contains the gluten, and the innermost portion contains most of the starch. There are many kinds of flour made from wheat. Graham flour is made by grinding the wheat after the husk has been removed. It contains a large amount of bran. Whole wheat flour (or entire wheat flour) is graham flour with some of the bran removed. White flour is made by grinding the wheat very fine and then removing all the coarse portions by sifting through many sizes of sieves.

There are two kinds of white flour; viz.; bread flour and pastry flour. Bread flour is made from summer wheat and contains a large proportion of gluten.

Pastry flour is made from winter wheat and contains more starch and less gluten than bread flour.

YEAST

Yeast is a very tiny (microscopic) plant found growing on the skins of fruits and on the pods of the hop vine. When yeast is mixed with a sweet liquid or a moist mixture containing starch, it grows and causes fermentation. Fermentation is the process by which sugar is changed to carbon dioxide gas and alcohol. Air, warmth, and moisture furnish favorable conditions for its action.

Our yeast cakes are made from the yeast collected in the vats where beer is made. The foam, containing the

yeast, is skimmed off, washed, mixed with some starchy material, and then pressed into cakes which are wrapped in tin-foil to keep them clean and moist. Dry yeast is made by mixing these yeast plants with cornmeal and then drying them slowly.

GENERAL RULES FOR BREAD MAKING

1 Scald the milk or boil the water to kill any germs that may interfere with action of yeast.

2 Put shortening, salt, and sugar into mixing bowl and pour hot liquids over them.

3 Cool till lukewarm (hot liquids kill yeast)

4 Soften yeast cake in lukewarm water and add to other liquids.

5 Add flour gradually (stir with a knife)

6 When dough is stiff enough to handle, turn onto floured board and knead until soft and elastic (this is to mix thoroughly).

7 Place in buttered bowl, butter top of dough to prevent a dry crust from forming, cover and allow to rise in a warm place until double its bulk.

8 Knead until all gas bubbles are small and evenly distributed throughout the dough.

9 Shape into loaves or biscuit and place in greased pans.

10 Allow to rise in pans until double its bulk.

11 Bake loaves 45-60 m. in hot oven.

Bake biscuit 25-35 m. in very hot oven.

12 When bread is baked it will be browned on all sides and will not stick to the pans.

DIVISION OF TIME FOR BAKING

First quarter, dough rises.

Second quarter dough finishes rising and begins to brown.

Third quarter, dough continues to brown.

Fourth quarter, dough finishes browning and draws away from the pan.

CARE OF BREAD AFTER IT IS BAKED

1 Remove from the pans and place on a broiler or rack to cool, keep covered with a clean thin cloth but do not wrap the bread in the cloth.

2 When bread is cold keep in a stone jar or tin box with close fitting cover.

3 Scald bread box and wipe dry before putting freshly baked bread into it.

WHOLE WHEAT BREAD

2 cups scalded milk	1 ½ tsp. salt
¼ c of sugar or ⅓ c. molasses	1 cake of yeast (softened in ¼ c. water)
	3 ¼ c. entire wheat flour.
	white flour to knead.

Prepare and bake by general rules

BREAD

1 cup water	¼ yeast cake (softened in ¼ c. water)
1 c. milk	2 tbsp. shortening
2 tbsp. sugar	2 tsp. salt
	flour (about 5 ½ cups)

Mix and bake according to general rules.

OATMEAL BREAD

1 cup rolled oats	1 tsp. salt
2 c. boiling water	1 ½ tbsp. butter
½ c. molasses	½ yeast cake (softened in ¼ c. water)
	flour to knead

Pour boiling water onto rolled oats and allow to cool. Add other materials and mix according to general rules.

EGGS

Eggs are proteid or nitrogenous food. They contain albumen in an easily digestible form.

There are three parts to an egg besides the membranes: first, the shell; second, the white; third, the yolk. The white

is enclosed in a thick membrane. The yolk is enclosed in a thin membrane. The shell is chiefly made up of mineral matter and is porous. The white is almost pure albumen and water.

Albumen is a proteid substance; that is, a strength-giving, muscle-building food. It is found in the white of eggs, in fish, and in meat.

GENERAL RULES FOR EGGS

- 1 Wash as soon as brought from the store.
- 2 Keep in a cool place.
- 3 The unbroken yolk of an egg may be kept from hardening by putting into cold water.
- 4 The water in which eggs are cooked should not boil but should be kept at a temperature of 160°-180° F. while cooking. The water should cover the eggs.
- 5 Eggs may be cooked soft in two ways;
 - 1st method—Put into boiling water, cover them, remove to back of stove where they will not boil, and let stand from 5 to 10 m.
 - 2nd method—Put into cold water over direct heat and when the water bubbles they are done.
- 6 To cook the egg hard, cook by first method 40-45 m.

TESTS FOR FRESH EGGS

- 1 A fresh egg will not rattle when shaken near the ear.
- 2 A fresh egg will sink to the bottom of a pan of cold water.

DROPPED EGGS ON TOAST

Have ready a shallow pan of nearly boiling water. Drop in muffin rings to shape the eggs. Carefully break the eggs into a cup and slip them into the rings.

The water should cover the eggs.

When the white is firm and a thin film covers the yolk lift out with a skimmer or perforated spoon and place on toast. Garnish with small pieces of parsley and serve very hot.

OMELETS

- | | |
|-------------------------|---------------|
| 3 eggs | 3 tbsp. water |
| $\frac{1}{4}$ tsp. salt | spk. pepper |
| 1 tbsp. butter | |

- 1 Beat white of egg till stiff.
- 2 Beat yolk till thick and lemon colored.
- 3 Add salt, pepper, and water.
- 4 Carefully fold in the beaten whites.
- 5 Melt butter in a frying-pan, pour in the egg mixture and cook until brown.
- 6 Put into the oven and dry the top.
- 7 Fold on a hot platter, garnish with parsley.
- 8 Serve at once.

SCRAMBLED EGGS

- | | |
|----------------|-------------------------|
| 1 egg | $\frac{1}{8}$ tsp. salt |
| 1 tbsp. milk | spk. pepper |
| 4 tbsp. butter | |

- 1 Beat egg slightly ; add salt, pepper and milk.
- 2 Melt butter in sautéing pan.
- 3 Pour in the mixture and cook slowly, continually scraping from bottom of pan.
- 4 When creamy turn onto a hot dish and serve at once.

GENERAL RULES FOR TABLE SETTING

1 The room must be in order, clean, free from dust, and well aired. Temperature about 68° F.

2 Linen should be immaculate and china and glass glistening

3 Place silence cloth (this should be of some soft, heavy material, felting, canton flannel, or a clean cotton blanket).

Uses : deadens sound, protects top of table, improves appearance of cloth.

4 Place table cloth with center fold exactly in the center of the table and the corners equally distant from the floor.

All folds in the cloth should be straight with the edge of the table.

5 If tray cloth and carving cloth are used, place tray cloth in front of hostess ; carving cloth in front of host ; place both parallel with edge of table.

6 On a doily in the center of the table place a plant, cut flowers or a dish of fruit.

7 Arrange the "covers." "A cover" includes the plate, napkins, glasses, and cutlery, which are set in place for each individual before the meal is served.

8 At each cover arrange the following :

Knives at right of plate, sharp edge toward plate forks at left of plate, tines up ; spoons at right of knife, bowls up. Napkins, plates, knives, forks, and spoons are placed half an inch from the edge of the table. The silver is placed in the order of use, the first to be used farthest from the plate.

Napkin at left of fork with open corner toward handle of fork.

Tumbler, open end up, a little to the right and half an inch from end of knife.

Butter plate, a little to the left and half an inch from end of fork.

Salt and pepper cellars, if individual, between tumbler and butter plate, if not individual, place between each two covers or at opposite corners of the table.

Finger bowl and fruit napkin above fruit plate or on fruit plate with doily between and napkin above the plate.

Place china so decorations face the person sitting at the table.

POSITION OF HOST AND HOSTESS

The end of the table farthest from the living room door is the head of the table, the opposite end is the foot of the table. The host sits at the head of the table and the hostess at the foot.

If coffee is to be served at the table, set out the required number of cups and saucers. Arrange them at the left of

the hostess's cover. Place coffee spoons on the saucers at right of cup, with handle of spoon and handle of cup parallel.

The cream pitcher and sugar bowl should be placed near and the coffee stand at the right of the cover.

Place serving spoons at the right of the cover, beyond the server's own silver. If a serving spoon is required, place it at the right of the cover next to the dull edge of the serving knife.

Two minutes before the meal is announced place the butter, to one side, on the butter plates and fill the glasses three-quarters full of cold water.

Place a plate of cold bread either on the table or side table. The water pitcher should be filled and placed on a plate on a doily and should be left on the side table. Set an extra supply of butter on the side table.

The plate marks the center of each cover. Allow from 25 to 30 inches for each cover at the table.

Serve hot food on warm dishes and cold food on cold dishes.

When the meal is ready the waitress should quietly announce it to the hostess.

To announce breakfast the waitress should either sound the gong or say, "Breakfast is served." To announce luncheon say, "Luncheon is served." To announce dinner say, "Dinner is served."

When host or hostess is ready to serve a course the waitress should

- 1 Place dish containing food in front of server's cover.
 - 2 Bring in each hand, from the side table, dish in which food is to be served and set down, the one in the right hand in front of the server close to the dish containing the food.
 - 3 When the dish is filled, take it up with the right hand and set down the second plate with the left hand.
 - 4 Put the filled dish on serving tray and place from the right, in front of the person for whom it is intended; then take another dish from the side table and return to the server.
 - 5 Take up the prepared dish and set down the other.
- Continue until all have been served.

6 Follow this method for any course to be served at the table.

7 The waitress should stand to the left of the server, and when there is nothing to be passed she should stand to the left and a little to the back of the host.

8 If a tray is used on which to pass food, it should be covered with a doily. A folded napkin may be placed between the hand and the dish, if a tray is not used.

9 A waitress must be very careful not to put her fingers over the edge into the dish she is carrying.

10 Place food from the right, pass food to the left, and take away dishes from the right. When passing a tray to the left for a guest to help himself, be sure to hold the tray low enough to be reached with ease. Place the spoon in such a position that a spoonful may be easily taken out.

11 The hostess may be served first; the host is usually served last.

12 Waitress should keep tumblers three-fourths full of cold water. Remove them from the table before refilling. Always place the fingers at the base of the tumbler when lifting it.

13 When clearing the table between courses: first remove all food; second, remove *soiled* china, glass, and silver. Remove everything relating to one course before serving another. Be sure to remove, salt, pepper, oil, vinegar, etc. before serving a desert course.

Plates should be removed, one at a time, from the right. If two are removed at once, take one in each hand. NEVER PILE THE DISHES.

Use a folded napkin and plate to free the table from crumbs. To crumb table stand at right of person seated and crumb with right hand. If crumbs remain on table at left of person seated, remove them with the left hand from the left side.

14 At a formal meal all food is served from "the side;" i. e., butler's pantry or kitchen. When served from the pantry

waitress may bring two plates into dining-room at one time using a large tray. Set this tray on the side table and serve from it using small serving trays when passing the food.

DINING-ROOM ETIQUETTE

1 Upon entering the dining-room all should stand behind their chairs and remain standing until hostess sits.

2 Sit down from the left : rise from the right.

3 Sit well forward in the chair. Sit straight and do not lean back.

4 Do not unfold napkin or begin to eat until hostess does so.

5 Do not lean arms or elbows on the table. Do not twist feet around the legs of the chair.

6 When not using the knife and fork place them side by side, across the plate, the fork next the sharp edge of the knife.

7 Do not leave spoon in the cup ; place it in the saucer to the right of the cup parallel to the handle of the cup.

8 Host and hostess should see that guests are kept supplied with food. When offering a second portion never ask a guest if he will "have more" or another piece." It is more polite to say: "Will you have some tea?" or "May I serve you to potato?" or "Let me help you to this piece of meat."

9 Host and hostess should be careful not to eat so rapidly that they finish before their guests.

10 Guests should fold their napkins loosely and leave them at the left of the cover. Do not place them upon the table until the hostess has placed hers.

She will not do this until everyone has finished eating. If a guest is to be present at more than one meal, he should fold his napkin in the original crease and place it at the left of his cover.

11 Guests must not talk to the waitress.

12 When hostess starts to rise, the host and guests may do so.

13 Leave the chairs at the table. Do not set them back against the wall.

14 The hostess with the guest at her right should leave the dining-room first.

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